

City of Syracuse
Industrial Development Agency
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Minutes
Syracuse Industrial Development Agency
Finance Committee Meeting
October 7, 2019

Committee Members Present: Michael Frame, Kenneth Kinsey.

Committee Members Absent: Rickey Brown

Staff Present: Judith DeLaney, Susan Katzoff, Esq., John Vavonese, Debra Ramsey-Burns

Others Present: Kathleen Murphy, Merike Treier, Stephanie Pasquale, Jake Dishaw, Andrew Mather, Susan Ecker.

I. Call Meeting to Order.

Mr. Frame called the meeting to order at 8:00 a.m.

II. Roll Call

Mr. Frame acknowledged all Committee members were present except for Rickey Brown who was absent.

III. Proof of Notice

Mr. Frame noted notice of the meeting was timely and properly provided.

IV. Minutes

Mr. Frame asked for a motion to approve the minutes from the August 19, 2019 Board of Directors meeting.

Mr. Kinsey made the motion. Mr. Frame seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED THE MINUTES FROM THE AUGUST 19, 2019 FINANCE COMMITTEE MEETING.**

V. New Business

Downtown Committee of Syracuse (DTCS) Cooperation Agreement

Ms. DeLaney advised the Agency was in receipt of a request from the DTCS to enter into a new agreement for funding in an amount of \$146,460.00 annually for two years to fund downtown security and maintenance personnel evenings and on weekends. She said the DTCS was also requesting a repurpose of unused funding from the 2017-2019 agreement in the amount of \$8891.00 to fund a portion of the expense of additional security cameras.

Merike Trier, the Director of the DTCS was present to answer questions and noted the increase in residents, employment and the increasing round the clock activities all of which contribute to a vibrant downtown present challenges as well in terms of security and maintenance. She said as an example both the Red House and the Landmark have play times in the evening and weekends and security around those events would be enhanced with this funding. In response to several questions she noted the DTCS keeps a schedule of all events happening in downtown and noted security was not an issue at the large downtown festivals as the SPD maintained a significant presence at those events.

The Committee members in agreement, Mr. Frame asked for a motion for a recommendation to the Board of Directors to approve the request. Mr. Kinsey made the motion. Mr. Frame seconded the motion. **The Finance Committee approved a motion to recommend to the Board of Directors approval of both requests from the DTCS for funding in the amounts specified.**

Steri Pharma LLC

Andrew Mather, the managing Director of Steri-Pharma in Syracuse met with the Committee to discuss the ongoing delays with project commencement. He said the Project continues to be delayed due to complexities involved with the approval of the expansion (pharmaceutical lines) by the company's major customer. He said he is confident the expansion will happen but is unable to specify a date at this time.

He said in the interim the Company continues to hire and currently has 79 FTE on staff as opposed to the 48 staff members employed at the time of the application.

In terms of benefits, Ms. DeLaney advised the Company had not used either the mortgage or sales tax exemption benefit approved for the Project and while the PILOT agreement went into effect 7/1/19, no benefit had accrued as the Company continued to pay 100% of the real property taxes owed on the existing facility.

After discussion, the Committee members in agreement, Mr. Frame asked for a motion to approve the following recommendation: Mr. Kinsey made the motion. Mr. Frame seconded the motion. **The Finance Committee approved a motion to recommend to the Board of Directors approval of a MOU with the Company to extend the time for commencement of the Project until March 30, 2020. If at that time the Project has not commenced the Agency will terminate its interests in the Project; if the Project commences prior to that time the parties will enter into an amendment of the PILOT Agreement to ensure the Company receives the full 15 Year PILOT abatement.**

Syracuse Build

Ms. DeLaney advised the Agency was in receipt of a request from Center State CEO to support the Syracuse Build program with an allocation of funding in the amount of \$100,000.00 annually for the next three years (2020—2023) for specific training costs as noted in the Finance Committee memo distributed on this topic.

Stephanie Pasquale, the Commissioner of Neighborhood and Business Development was present and reviewed the specifics of the proposal for the Committee members. Ms. Pasquale noted the City of Syracuse is an anchor partner of the program which is designed to build an inclusive workforce for Syracuse residents to insure a pool of experienced workers from the local community as access jobs in the construction career pathway. She said Center State CEO had been tasked with implementation and the Agency's funds would fund specific activities (\$80,000 work readiness and academic remediation; \$20,000 participant stipends).

Ms. DeLaney advised in the agreement the Agency will request a quarterly report on the progress of the initiative with certain benchmarks to be achieved.

Mr. Frame asked about the SIDA funding for work readiness – would SIDA be paying wages directly. Ms. Pasquale responded that would not be the case – the Agency's money would be used as a reimbursement for activities.

After discussion among the members on this request Mr. Frame made a motion and Mr. Kinsey seconded it. **The Finance Committee approved a motion to recommend to the Board of Directors approval of funding in the amount of \$100,000 for one year with periodic review of results to included demonstrable benchmarks.**

Permitting Process Software Implementation

Ms. DeLaney advised the Agency had received a request (included in the Finance Committee packet) from the City of Syracuse Central permit Office for funding in an amount not to exceed \$100,000.00 to fund technology improvements associated with the City's revised permitting process by entering into a contract with an outside vendor Camino Technologies. .

Jake Dishaw, the City's Director of the Central Permit Office was present and reviewed the proposal for the Committee members. He said the City had made a commitment to improve its overall permitting process and needed to update its technology to improve the application process, communication and review process. He noted the City now reviews approximately 4000 permits a year and by up grading the technology the time to approve permits should be drastically reduced.

Mr. Frame asked if any one locally could handle this work. Mr. Dishaw responded not for a City of this size. Mr. Frame also asked if this would be a one- time request to the Agency. Mr. Dishaw said yes as it was the department's intention to add the request to the City' budget next year.

After additional discussion among the members, Mr. Frame made a motion to recommend to the

Board of Directors approval of the request. Mr. Kinsey seconded the motion. **The Finance Committee approved a motion to recommend to the Board of Directors approval of request from the City of Syracuse to fund a portion of technology improvements associated with the City's permitting process implementation in an amount not to exceed \$100,000.00.**

Agency Budget

Mr. Vavonese reviewed the proposed 2020 Budget for the Finance Committee.

The Committee reviewed the budget line item by line item on both the revenue and expense side and after discussion with staff requested several adjustments be made based on anticipated revenue sources. The Committee members also requested footnotes be added to describe specific items.

The Committee members decided they would like to review the revised budget prior to making a recommendation to the Board of Directors on approval and it was decided to schedule another meeting of the Finance Committee immediately preceding the Board of Directors meeting of October 15th to review the changes..

VI. Adjournment

There being no further business to discuss Mr. .Frame asked for a motion to adjourn the meeting. Mr. Kinsey made the motion. Mr. Frame seconded the motion. **ALL MEMBERS OF THE FINANCE COMMITTEE UNANIMOUSLY APPROVED A MOTION TO ADJOURN THE MEETING AT 9:10 A.M.**